

# **Operational Area EOC**

## **Medical/Health**

### **Branch**

Developed through federal block grant funds.  
Sponsored by the California EMS Authority - Special Project #EMS-7023



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## INTRODUCTION

The Medical/Health Branch of a Local EOC manual was developed by a task force of the Mountain-Valley EMS Agency through Prevention 2000 federal block grant funds and sponsored by the California Emergency Medical Services Authority, project #EMS-7023.

This manual is intended to assist local medical/health officials during a disaster or state of emergency within a local Emergency Operations Center (EOC). The documents in this manual should assist in providing vital direction and organization to a potentially chaotic environment.

The Medical/Health task force elected to develop the position checklists for each position in a Medical/Health Branch, rather than a full Medical/Health Departmental Operations Center (DOC), because it seemed redundant to establish Logistics, Planning, and Finance sections apart from these operational area EOC functions. Therefore, these medical/health positions are intended to work within and report to the Operations Section of the Operational Area EOC. Medical/Health planning and resource ordering are also intended to be conducted and coordinated with the appropriate sections of the Operational Area EOC.

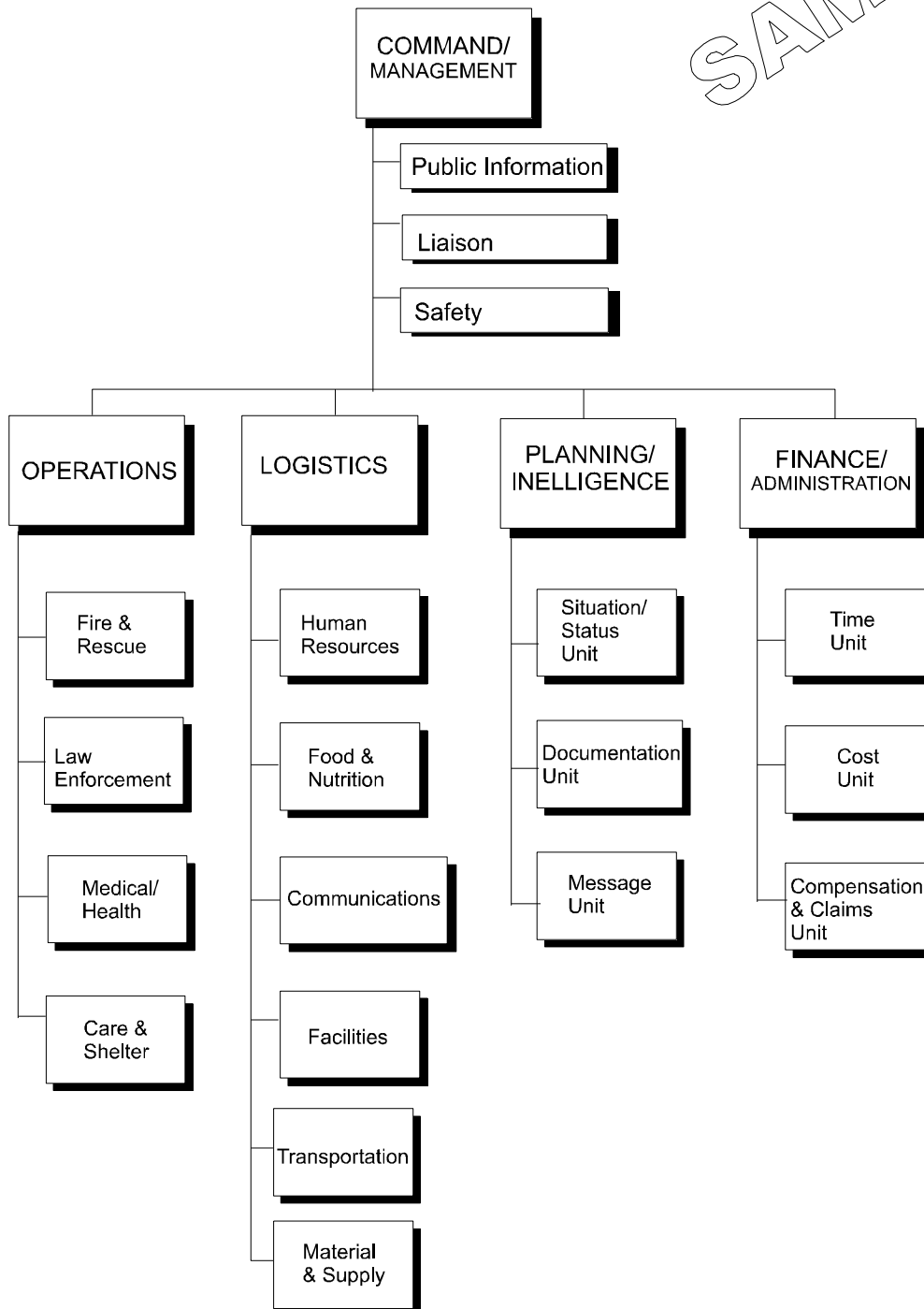
Since the organizational structure, physical plant structure, and other logistical considerations vary from county to county, these operational considerations have not been addressed in this manual. Consequently, this manual should be considered an adjunct to any existing Standard Operating Procedures for use within the local Operational Area EOC.

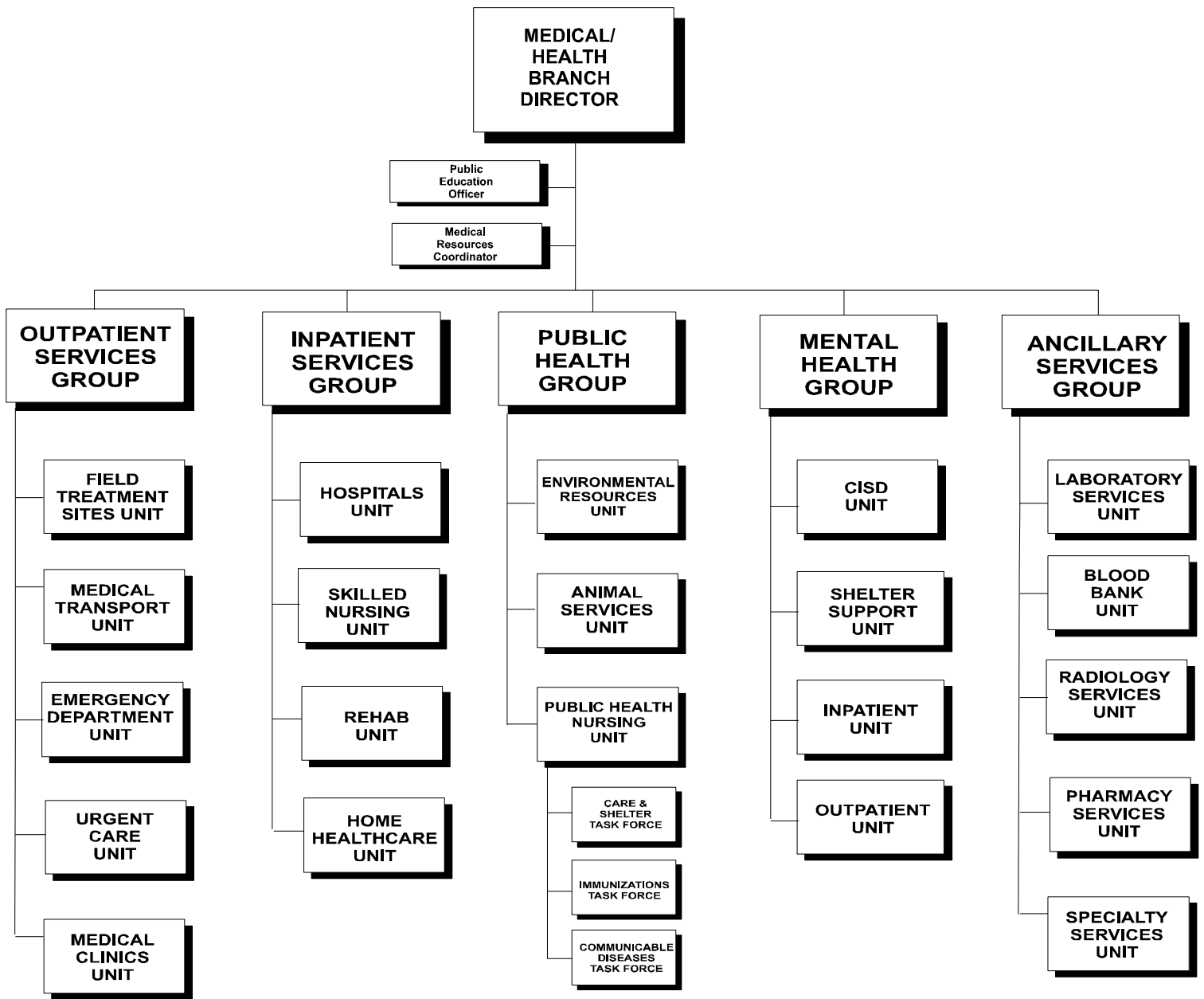
The position of Home Health Care was placed under the Inpatient Services Unit due to the nature of Home Health Care nursing. The Medical Advisory Committee for this project reasoned that since Home Health Care Agencies have an established case loads and clientele this function was much closer to an inpatient service than an outpatient service. Additionally, many Home Health Care Agencies are owned, operated by or associated with hospitals or other inpatient facilities.

# **ORGANIZATIONAL CHARTS**

# Incident Command System Organization Structure

SAMPLE





**MEDICAL/HEALTH  
SIGN-IN**

# MEDICAL/HEALTH BRANCH WORKSHEET

INCIDENT NAME		DATE	TIME
INCIDENT COMMANDER		MEDICAL/HEALTH BRANCH DIRECTOR	
PUBLIC EDUCATION OFFICER		MEDICAL RESOURCES COORDINATOR	

OUTPATIENT GROUP SUPERVISOR
FIELD TREATMENT SITES UNIT
MEDICAL TRANSPORT UNIT
EMERGENCY DEPARTMENT UNIT
URGENT CARE UNIT
MEDICAL CLINICS UNIT

INPATIENT GROUP SUPERVISOR
HOSPITALS UNIT
SKILLED NURSING UNIT
REHAB UNIT
HOME HEALTH CARE UNIT

PUBLIC HEALTH GROUP SUPERVISOR
ENVIRONMENTAL RESOURCES UNIT
ANIMAL SERVICES UNIT
PUBLIC HEALTH NURSING UNIT
SHELTER TASK FORCE
IMMUNIZATIONS TASK FORCE
COMMUNICABLE DISEASES TASK FORCE

MENTAL HEALTH GROUP SUPERVISOR
CISD UNIT
SHELTER SUPPORT UNIT
INPATIENT UNIT
OUTPATIENT UNIT

ANCILLARY SERVICES GROUP SUPERVISOR
LABORATORY SERVICES UNIT
BLOOD BANK UNIT
RADIOLOGY SERVICES UNIT
PHARMACY SERVICES UNIT
SPECIALTY SERVICES UNIT

OTHER



**JOB  
ACTION  
SHEETS**

## MEDICAL/HEALTH BRANCH DIRECTOR

Positioned Assigned To:

You Report To:

**Mission:** Organize and direct activities relating to the Medical/Health operations. Carry out directives of the EOC Director, local Health Officer, and EMS Agency Medical Director. Coordinate and supervise the medical and health resources within the operational area.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Operations Section Chief or EOC Director. Obtain packet containing Section's Job Action Sheet and forms.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Operations Section Chief or EOC Director, which should include times of future briefings.

#### ESTABLISH EOC POST

Establish a post in the operational area EOC as the Medical/Health Branch Director. Clearly mark your post and identify yourself (e.g. name badge).

#### APPOINT GROUP SUPERVISORS

Appoint Group Supervisors as needed to obtain information and liaison with various components of the medical and health community (e.g. Medical Transport Services, Public Health Services, Inpatient Services, Outpatient Services, Ancillary Services, Animal Services, Specialty Services). Distribute Job Action Sheets and forms to Group Supervisors.

#### DEVELOP INITIAL ACTION PLAN

Brief all Medical/Health Group Supervisors on current situation and develop the section's initial action plan (for the first 12-hour operational period). Designate time for next briefing.

#### INITIAL ASSESSMENT

Perform an initial assessment of the medical/health needs and possible impact on resources (RIM Medical/Health Status Report form).

#### CONTACTS

Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with the Logistics and Finance Sections regarding the process of obtaining needed supplies.

#### RELAY STATUS REPORT

Contact state Medical/Health Officials, EMSA and DHS. Provide a brief overview of the event and forward RIMS Medical/Health Situation report to state officials through the operational area EOC Planning Section.

#### RESOURCES NEEDS

Establish communication with the Operational Area Disaster Medical/Health Coordinator (OADMHC) from within the E.O.C. Relay current status of medical and health resources and any resource needs to the OADMHC, using the RIMS Resource Request form.

	<hr/> <b>PUBLIC INFORMATION</b> Coordinate with the Public Information Officer to issue periodic public health & safety information.
	<hr/> <b>DOCUMENT</b> Assure that all communications and times are documented, as well as all actions and decisions.
<b><u>Intermediate</u></b>	<hr/> <b>STAFF/SUPPLY</b> Ensure that each of the Group Supervisors has adequate staff for the next two operational periods (12-hour shifts) and adequate supplies. Relief staff should arrive 30 minutes early to allow for briefing prior to shift change.
	<hr/> <b>BRIEFINGS/UPDATES</b> Conduct briefings and updates with all Groups Supervisors on a regular basis.
	<hr/> <b>UPDATE ACTION PLAN</b> Develop the Medical/Health Action Plan for the upcoming operational period.
	<hr/> <b>COMMUNICATE UP</b> Brief the Operations Section Chief routinely. Attend Planning Meetings as appropriate.
	<hr/> <b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b><u>Extended</u></b>	<hr/> <b>DOCUMENT</b> Assure that a system for logging and organizing all documentation is established
	<hr/> <b>LONG-TERM STAFFING</b> Ensure that adequate staffing is being considered for the projected duration of the incident. Observe all staff for signs of stress. Report concerns to the Operations Section Chief. Provide for staff rest periods and relief.
<b><u>Recovery</u></b>	<hr/> <b>DISASTER RECOVERY</b> Ensure that information for public health and safety are used during disaster recovery stage. Notify public of: <ul style="list-style-type: none"> <li>\$ safe drinking water requirements</li> <li>\$ safe reoccupancy of damaged homes and buildings (structural integrity, gas leaks, etc.), appropriate personal protective clothing and equipment (gloves, masks, etc.)</li> <li>\$ handling and disposal of foodstuffs, refuse, clothing, hazardous materials</li> <li>\$ animal control</li> </ul>
	<hr/> <b>AFTER ACTION CRITIQUE</b> Participate in critique of activated medical/health disaster response plans and overall county disaster response plans.

## MEDICAL RESOURCES COORDINATOR

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the acquisition and supply of resources to the Medical/Health Branch, coordination of requests resources with the Logistics Section, and the relay of information within the state-s Medical/Health mutual-aid system.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Medical/Health Branch Director. Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).

#### RESOURCES NEEDS

Receive resource needs requests from the Medical/Health Branch personnel, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

#### COMMUNICATION LINES

Establish communications with the medical/health mutual aid coordinator, Regional Disaster Medical/Health Coordinator, and Logistics Section personnel as needed.

#### NEEDS ASSESSMENT

Obtain situation reports from Medical/Health group supervisors and assess needs.

#### STATUS UPDATE

Notify Medical/Health Branch Director of the status of Medical/Health resources.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Acquire, distribute and maintain status of medical/health resources.

#### COMMUNICATE UP

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Medical/Health Branch Director regarding any public information announcement needs.

#### DOCUMENT

Assure that all communications and resource requests are documented, utilizing the proper forms.

### Recovery

#### MEDICAL/HEALTH CRITIQUE

Participate in critique of medical/health disaster response.

#### COUNTY CRITIQUE

Participate in critique of overall county disaster response.

## PUBLIC EDUCATION OFFICER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC Public Information Officer and Medical/Health Branch Director, coordination of Public Education task forces based upon needs identified by the Medical/Health Branch personnel.

Immediate		<b>RECEIVE APPOINTMENT</b> Receive appointment from the Medical/Health Branch Director. Obtain packet containing Job Action Sheet and forms.
		<b>I.D. YOURSELF</b> Carry county issued identification at all times.
		<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
		<b>OBTAIN BRIEFING</b> Obtain briefing from the Medical/Health Branch Director.
		<b>ESTABLISH POST</b> Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
		<b>APPOINT TASK FORCE LEADERS</b> Appoint Task Force Leaders as needed.
		<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Designate time for next briefing.
		<b>CONTACT LIAISONS</b> Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Public Education related responses to the incident.
		<b>RESOURCES NEEDS</b> Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.
		<b>BEEPER</b> Be available to field personnel by beeper if possible.
Intermediate		<b>COMMUNICATION LINES</b> Establish communications with other county sites and any Public Education Task Force Leaders.
		<b>NEEDS ASSESSMENT</b> Obtain situation reports from other Task Force Leaders and assess needs.
		<b>STATUS UPDATE</b> Notify Medical/Health Branch Director of the status of Public Education programs.
		<b>STAFFING</b> Request or release employees, if appropriate. Update voice mail with instructions for staff.
		<b>STAFF/SUPPLY</b> Ensure that each of the Task Force Leaders has adequate staff and supplies.
		<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all Task Force Leaders.
		<b>COMMUNICATE UP</b> Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.
Extended		<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
		<b>MEET COMMUNITY NEEDS</b> Establish mechanisms to ensure response to high priority issues.
		<b>PUBLIC INFORMATION</b> Update Medical/Health Branch Director regarding any public information announcement needs.
		<b>DOCUMENT</b> Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
		<b>OBSERVE STAFF</b>

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director. Provide for staff rest periods and relief.

**Recovery**

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**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## OUTPATIENT SERVICES GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

**Mission:** To oversee, direct, and facilitate activities of the Outpatient Services Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to promoting Outpatient Services Group preparedness, communicating with field medical personnel, emergency departments, urgent care centers, and medical clinics, coordinating data collection and reporting.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County I.D. at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts and need for Clinics units.

**APPOINT UNIT LEADERS**

Appoint Unit Leaders, as needed, to staff the Field Treatment Sites, Medical Transport, Emergency Department, Urgent Care, and Medical Clinic units.

**BRIEF UNIT LEADERS**

Brief all Unit Leaders on current situation and develop the groups initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact staff to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to Unit Leaders by beeper, if possible.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Unit Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Unit Leaders.

**COMMUNICATE UP**

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director. Provide for staff rest periods and relief.



## FIELD TREATMENT SITES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Outpatient Services Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: coordination of information between the local EOC and all area Field Treatment Sites.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Outpatient Services Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County issued identification at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Outpatient Services Group Supervisor or Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. EMS, Mental Health, Medical Transportation) and need to establish task forces.

**APPOINT TASK FORCE LEADERS**

Appoint Task Force Leaders, as needed.

**BRIEF TASK FORCE LEADERS**

Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact personnel to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to personnel by beeper.

**STATUS REPORTS**

Contact local Field Treatment Sites to determine the status of their facilities.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Task Force Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Task Force Leaders.

**COMMUNICATE UP**

Brief the Outpatient Services Group Supervisor or Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.

**Recovery**

\_\_\_\_\_ **MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_ **COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## MEDICAL TRANSPORTATION UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordination of information between the EOC and local medical transportation provider agencies.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Medical/Health Branch Director or Outpatient Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Operations Section Chief, EOC Director, Medical/Health Branch Director, or the Outpatient Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Shelters, Hospitals...).

#### RESOURCES NEEDS

Relay resource needs to the Outpatient Services Group Supervisor, utilizing the proper RIMS forms.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites, Task Force Leaders, and ambulance providers.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Outpatient Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Outpatient Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Outpatient Services Group Supervisor regarding any public information announcement needs.

#### DOCUMENT

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

#### OBSERVE STAFF

Observe all staff for signs of stress. Report concerns to the Outpatient Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

\_\_\_\_\_

**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_

**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## EMERGENCY DEPARTMENT UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Outpatient Services Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: coordination of information between the local EOC and all area emergency departments.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Outpatient Services Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County issued identification at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Outpatient Services Group Supervisor or Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. EMS, Mental Health, Medical Transportation) and need to establish task forces.

**APPOINT TASK FORCE LEADERS**

Appoint Task Force Leaders, as needed.

**BRIEF TASK FORCE LEADERS**

Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact personnel to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to personnel by beeper.

**DISASTER CONTROL FACILITY**

Contact local Disaster Control Facility to determine status of local E.D.s.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Task Force Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Task Force Leaders.

	<hr/>	<b>COMMUNICATE UP</b> Brief the Outpatient Services Group Supervisor or Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.
	<hr/>	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b><u>Extended</u></b>	<hr/>	<b>DOCUMENT</b> Assure that all communications and times are documented, as well as all actions and decisions.
	<hr/>	<b>OBSERVE STAFF</b> Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.
<b>Recovery</b>	<hr/>	<b>MEDICAL/HEALTH CRITIQUE</b> Participate in critique of medical/health disaster response.
	<hr/>	<b>COUNTY CRITIQUE</b> Participate in critique of overall county disaster response.

## URGENT CARE UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Outpatient Services Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: coordination of information between the local EOC and all area urgent care centers.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Outpatient Services Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County issued identification at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Outpatient Services Group Supervisor or Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. EMS, Mental Health, Medical Transportation) and need to establish task forces.

**APPOINT TASK FORCE LEADERS**

Appoint Task Force Leaders, as needed.

**BRIEF TASK FORCE LEADERS**

Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact personnel to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to personnel by beeper.

**STATUS REPORTS**

Contact local Urgent Care Centers to determine the status of their facilities.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Task Force Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Task Force Leaders.

**COMMUNICATE UP**

Brief the Outpatient Services Group Supervisor or Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.

**Recovery**

\_\_\_\_\_ **MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_ **COUNTY CRITIQUE**

Participate in critique of overall county disaster response.



## MEDICAL CLINICS UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Outpatient Services Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: coordination of information between the local EOC and all area Medical Clinics.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Outpatient Services Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County issued identification at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Outpatient Services Group Supervisor or Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. EMS, Mental Health, Medical Transportation) and need to establish task forces.

**APPOINT TASK FORCE LEADERS**

Appoint Task Force Leaders, as needed.

**BRIEF TASK FORCE LEADERS**

Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact personnel to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to personnel by beeper.

**STATUS REPORTS**

Contact local Medical Clinics to determine the status of their facilities.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Task Force Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Task Force Leaders.

**COMMUNICATE UP**

Brief the Outpatient Services Group Supervisor or Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.

**Recovery**

\_\_\_\_\_ **MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_ **COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## INPATIENT SERVICES GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

**Mission:** To oversee, direct, and facilitate activities of the Inpatient Services Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to promoting Inpatient Services Group preparedness, communicating with hospitals, skilled nursing facilities, rehab and home health care personnel, coordinating data collection and reporting.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County I.D. at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts and need for Clinics units.

**APPOINT UNIT LEADERS**

Appoint Unit Leaders, as needed, to staff the Hospitals, Skilled Nursing Facilities, Rehab and Home Health Care units.

**BRIEF UNIT LEADERS**

Brief all Unit Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact staff to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to Unit Leaders by beeper, if possible.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Unit Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Unit Leaders.

\_\_\_\_\_ **COMMUNICATE UP**

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director. Provide for staff rest periods and relief.

## HOSPITALS UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordinating information between the EOC and local hospital representatives.

Immediate	_____	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Inpatient Group Supervisor. Obtain packet containing Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b> Carry hospital and disaster worker I.D. at all times.
	_____	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
	_____	<b>OBTAIN BRIEFING</b> Obtain briefing from the Operations Section Chief, EOC Director, Medical Health Director, or the Inpatient Group Supervisor.
	_____	<b>ESTABLISH POST</b> Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
	_____	<b>APPOINT TASK FORCE LEADERS</b> Appoint Task Force Leaders as needed.
	_____	<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
	_____	<b>CONTACT LIAISONS</b> Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., area hospitals). Keep government Liaison Officers updated on changes and development of inpatient related needs due to the incident.
Intermediate	_____	<b>RESOURCES NEEDS</b> Relay resource needs to the Inpatient Group Supervisor, utilizing the proper RIMS forms.
	_____	<b>COMMUNICATION LINES</b> Establish communications with area hospitals and Task Force Leaders.
	_____	<b>NEEDS ASSESSMENT</b> Obtain situation reports from area hospitals and Task Force Leaders and assess needs.
	_____	<b>STATUS UPDATE</b> Notify Inpatient Group Supervisor of the unit's operational status, and any major damage to facilities.
	_____	<b>STAFFING</b> Request or release employees, if appropriate. Update voice mail with instructions for staff.
	_____	<b>STAFF/SUPPLY TASK FORCE</b> Ensure that each of the Task Force Leaders has adequate staff and supplies.
	_____	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all Task Force Leaders.
	_____	<b>COMMUNICATE UP</b> Brief the Inpatient Group Supervisor routinely. Attend Planning Meetings as appropriate.
Extended	_____	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
	_____	<b>PUBLIC INFORMATION</b> Update Inpatient Group Supervisor regarding any public information announcement needs.
	_____	<b>DOCUMENT</b> Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
	_____	<b>OBSERVE STAFF</b>

Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.

**Disaster Recovery**

\_\_\_\_\_

**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_

**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## SKILLED NURSING UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local Skilled Nursing organizations.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Inpatient Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Inpatient Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Skilled Nursing related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Inpatient Services Group Supervisor, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

#### FACILITY EVACUATION

Should any facilities require evacuation, ensure the following steps are taken:  
- Evacuate residents, patients and clients to other health facilities rather than general population centers.  
- Alert facilities to ensure that medications, medical care and personal information, special diet information, and any supplies necessary for continuing care accompany the resident, patient or client. Once they have left the facility they may not be able to return for anything until after the emergency has passed.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites, Task Force Leader and Skilled Nursing agencies.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Inpatient Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Inpatient Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

**MEET COMMUNITY NEEDS**

Establish mechanisms to ensure response to high priority issues.

**PUBLIC INFORMATION**

Update Inpatient Services Group Supervisor regarding any public information announcement needs.

**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Inpatient Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.



## HOME HEALTH CARE UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local home health care organizations.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Inpatient Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Inpatient Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Home Health Care related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Inpatient Services Group Supervisor, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites, Task Force Leader and home health care agencies.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Inpatient Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Inpatient Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Inpatient Services Group Supervisor regarding any public information announcement needs.

**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Inpatient Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## PUBLIC HEALTH GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

**Mission:** To oversee, direct, and facilitate activities of the Public Health Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to promoting Public Health Group preparedness, communicating with state Public Health Officials, coordinating data collection and reporting.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County I.D. at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Medical/Health Branch Director.

**ESTABLISH POST**

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

**CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts and need for Environmental Resources, Public Health Nursing, or Animal Services units.

**APPOINT UNIT LEADERS**

Appoint Unit Leaders, as needed, to staff the Environmental Resources, Animal Services, and Public Health Nursing units.

**BRIEF UNIT LEADERS**

Brief all Unit Leaders on current situation and develop the groups initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

**STAFFING**

Contact staff to initiate first shift of staffing. Maintain staffing records.

**RESOURCES NEEDS**

Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.

**BEEPER**

Be available to Unit Leaders by beeper, if possible.

**Intermediate**

**STAFF/SUPPLY**

Ensure that each of the Unit Leaders has adequate staff and supplies.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Unit Leaders.

**COMMUNICATE UP**

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director. Provide for staff rest periods and relief.

## ENVIRONMENTAL RESOURCES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to: drinking water supplies, food and dairy supplies, liquid and solid waste disposal; housing/mass care shelters, vector control, hazardous materials, and medical waste handling and disposal.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Medical/Health Branch Director or Public Health Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Operations Section Chief, EOC Director, Medical/Health Branch Director, or the Public Health Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of environmental/hazardous materials related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the \_\_\_\_\_ Group Supervisor, utilizing the proper RIMS forms.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites, Task Force Leaders, health department, public works.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Public Health Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY TASK FORCE

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the \_\_\_\_\_ Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### LABORATORY

Identify laboratories capable of handling high priority water and milk samples.

#### FOOD STUFFS

Ensure safety of restaurant and retail foods via environmental health inspections.  
Initiate Public Information Officer and field responses.

Recovery

\_\_\_\_\_  
**PORTABLE TOILETS**

Assess availability of portable toilet facilities where needed.

\_\_\_\_\_  
**SOLID WASTE**

Assess need for neighborhood garbage bin collection sites as warranted.

Assess community solid waste collection and disposal status.

Assess vector control programs and status of personnel/equipment.

\_\_\_\_\_  
**WATER**

Obtain and assess community water status within cities, service districts, community systems, etc.

Initiate Public Information and field response.

\_\_\_\_\_  
**VECTOR CONTROL**

Assess vector control programs and status of personnel/equipment.

\_\_\_\_\_  
**PUBLIC INFORMATION**

Update Public Health Group Supervisor regarding any public information announcement needs.

\_\_\_\_\_  
**BRIEFING /UPDATES.**

Designate times for briefing and updates with all field staff..

\_\_\_\_\_  
**COMMUNICATE UP**

Brief the Public Health Group Supervisor routinely. Attend planning meetings as appropriate.

\_\_\_\_\_  
**FIELD/STAFF SUPPLY**

Ensure field staff have adequate equipment and supplies.

\_\_\_\_\_  
**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

\_\_\_\_\_  
**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.

\_\_\_\_\_  
**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

\_\_\_\_\_  
**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## ANIMAL SERVICES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordination of information between the EOC and local veterinarians and animal control personnel.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Public Health Group Supervisor or Medical/Health Branch Director.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued I.D. at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Operations Section Chief, EOC Director, Medical Health Director, or the Animal Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS(i.e., sheltering, rescue, transportation, veterinary services)

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).  
Keep government Liaison Officers updated on changes and development of Animal Services related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Animal Services Group Supervisor, utilizing the proper RIMS forms.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites, Task Force Leaders, health department, public works.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Public Health Group Supervisor of the unit's operational status, and/or any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY TASK FORCE

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Public Health Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### BEEPER

Be available by beeper to field personnel if possible.

#### PUBLIC INFORMATION

Update Public Health Group Supervisor regarding any public information announcement needs.

#### BRIEFING /UPDATES.

Designate times for briefing and updates with all field staff..

---

**COMMUNICATE UP**

Brief the Public Health Group Supervisor routinely. Attend planning meetings as appropriate.

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**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

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**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Animal Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

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**MEDICAL/HEALTH CRITIQUE**

Participate in critique of activated medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.



## PUBLIC HEALTH NURSING UNIT LEADER

Positioned Assigned To:

You Report To:

<b>Mission:</b>	To assist Public Health Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: deployment and maintenance of nursing services to shelter residents, provision of immunizations to populations at risk and prevention, detection and surveillance of communicable diseases.	
<b>Immediate</b>	_____	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Public Health Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b> Carry County I.D. and nursing license at all times.
	_____	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
	_____	<b>OBTAIN BRIEFING</b> Obtain briefing from the Public Health Group Supervisor or Medical/Health Branch Director.
	_____	<b>ESTABLISH POST</b> Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
	_____	<b>CONTACTS</b> Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. Red Cross, EMS, DSS, Mental Health) and need to establish task forces.
	_____	<b>APPOINT TASK FORCE LEADERS</b> Appoint Task Force Leaders, as needed, to staff the Immunizations, Communicable Diseases and Shelter Task Forces.
	_____	<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
	_____	<b>STAFFING</b> Contact Public Health nurses to initiate first shift of staffing. Maintain staffing records.
	_____	<b>RESOURCES NEEDS</b> Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.
	_____	<b>BEEPER</b> Be available to public health and shelter nurses by beeper.
	_____	<b>SKILLED NURSING FACILITIES</b> Contact skilled nursing and home health unit leaders to coordinate care for their patients as needed..
<b>Intermediate</b>	_____	<b>COMMUNICABLE DISEASES</b> Inform Medical/Health Branch Director of the initiation of the Communicable Disease Surveillance Form by shelter nursing staff..
	_____	<b>STAFF/SUPPLY</b> Ensure that each of the Task Force Leaders has adequate staff and supplies.

	<hr/>	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all Task Force Leaders.
	<hr/>	<b>COMMUNICATE UP</b> Brief the Public Health Group Supervisor or Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.
	<hr/>	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b><u>Extended</u></b>	<hr/>	<b>DOCUMENT</b> Assure that all communications and times are documented, as well as all actions and decisions.
	<hr/>	<b>OBSERVE STAFF</b> Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.
<b>Recovery</b>	<hr/>	<b>MEDICAL/HEALTH CRITIQUE</b> Participate in critique of medical/health disaster response.
	<hr/>	<b>COUNTY CRITIQUE</b> Participate in critique of overall county disaster response.

## SHELTER TASK FORCE LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to assuring adequate and appropriate nursing care and access to health care for sheltered residents.

**Immediate**

**RECEIVE APPOINTMENT**

Receive appointment from the Public Health Nursing Unit Leader. Obtain packet containing Section's Job Action Sheet and forms.

**I.D. YOURSELF**

Carry County I.D. and nursing license at all times.

**REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

**OBTAIN BRIEFING**

Obtain briefing from the Public Health Nursing Unit Leader or Public Health Group Supervisor.

**SIGN-IN**

Sign-in and sign-out with Red Cross staff.

**NON-MEDICAL SHELTER STAFFING**

Relay staffing needs to the Public Health Unit Leader. Regular shelter staffing:

1 Public Health Nurse for first 25 victims

1 RN for next 75 victims

1 RN for each additional 100 victims

These numbers may be adjusted depending on the specific needs of shelter residents.

**MEDICAL SHELTER STAFFING**

Relay staffing needs to the Public Health Unit Leader. Medical need shelter staffing (a shelter established to house people from hospitals, skilled nursing facilities or those who have required in-home nursing care)

1 Public Health Nurse and 1 RN for first 15 victims

1 RN for each additional 15 victims

LVN and CNA/HHA staffing per patient needs

**LEAD NURSES**

Designate Lead Nurse for each shift.

**TRAINING QUALIFICATIONS**

Assure that at least one RN or PHN in each shelter has had Emergency Department or Acute Care experience.

**RED CROSS COORDINATION**

Coordinate with Red Cross Shelter Manager.

**Intermediate**

**ESTABLISH HEALTH SERVICE AREA**

Assist shelter nurses in establishing a health service area that provides privacy for clients.

**STAFF/SUPPLY**

Ensure that each of the shelters has adequate staff and supplies.

**RESOURCES NEEDS**

Relay resource needs to the Public Health Nursing Unit Leader, utilizing the proper RIMS forms.

**HEALTH EDUCATION**

Provide health and prevention education to shelter residents and staff as needed or as directed by Health Officer, Public Health Group Supervisor, Public Health Nursing Unit Leader, etc.

**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all shelter nurses.

**CARRY BEEPER**

Be available to shelter nurses by beeper.

**SCHEDULING**

Adjust schedule daily to meet the health and safety needs of shelter residents.

**COMMUNICATE UP**

Brief the Public Health Nursing Unit Leader routinely. Attend Planning Meetings as appropriate.

**RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

**DOCUMENT**

Assure that all communications, times, actions and decisions are documented. Maintain staffing records. Maintain records of interactions with each shelter resident:

- \$ ARC Patients Record Form #2077 (to be initiated and maintained on all shelter residents requiring an ongoing assessment care or supervision by nursing staff)
- \$ Problem Identification Form (to be used as a contact log to track all interactions with shelter residents by nursing staff)
- \$ Communicable Disease Surveillance for Congregate Living Flow Sheet (to be initiated by the Lead Nurse when 2 or more shelter residents exhibit one or more of the same symptoms indicative of communicable disease. A new form will be started each 24 hours starting with the day shift. The Public Health Officer or Public Health Nursing Supervisor will be notified when this form is initiated).
- \$ Complete Shelter Surveillance form at the end of the shift.

**SHIFT CHANGE**

Provide a review of shelter situation to the oncoming shift.

**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the E.O.C. Director. Provide for staff rest periods and relief.

**Recovery**

**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.

## IMMUNIZATION TASK FORCE LEADER

Positioned Assigned To:

You Report To:

<b>Mission:</b>	To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to providing immunizations to at risk populations.		
<b>Immediate</b>	_____	<b>RECEIVE APPOINTMENT</b>	Receive appointment from the Public Group Supervisor. Obtain packet containing Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b>	<b>Carry county I.D. and nursing license at all times.</b>
	_____	<b>REVIEW JOB SHEET</b>	Read this entire Job Action Sheet and review organizational chart.
	_____	<b>OBTAIN BRIEFING</b>	Obtain briefing from the Public Health nursing Unit Leader or Public Health Group Supervisor.
<b>Intermediate</b>	_____	<b>STAFF/SUPPLY TASK FORCE</b>	Assure adequate vaccine supplies. Oversee distribution of vaccines and supplies to sites. Assure maintenance of <del>A</del> cold chain® for vaccine preservation.
	_____	<b>RED CROSS COORDINATION</b>	Coordinate with Red Cross shelter Manager when immunizations are given at shelter site.
	_____	<b>BRIEFINGS/UPDATES</b>	Designate times for briefings and updates of all Immunization Staff.
	_____	<b>SERVICES TO DISASTER WORKERS</b>	<b>Coordinate Immunizations needs of disaster workers with EOC through Public Health Nursing Unit Leader.</b>
	_____	<b>DOCUMENTATION</b>	Provide all who receive immunizations with a record of the vaccine used and maintain centralized records of immunizations given.
	_____	<b>RESPOND TO PROBLEMS</b>	Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b>Extended</b>	_____	<b>MEET COMMUNITY NEEDS</b>	Establish mechanisms to ensure response to high priority issues.
	_____	<b>PUBLIC INFORMATION</b>	Update <b>Public Health Nursing Unit Leader</b> regarding any public information announcement needs.
	_____	<b>COMMUNICATE UP</b>	Brief the <b>Public Health Nursing Unit Leader</b> routinely. Attend planning meetings as appropriate.
	_____	<b>DOCUMENT</b>	Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
	_____	<b>OBSERVE STAFF</b>	Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.
<b>Recovery</b>	_____	<b>MEDICAL/HEALTH CRITIQUE</b>	Participate in critique of medical/health disaster response.
	_____	<b>COUNTY CRITIQUE</b>	Participate in critique of overall county disaster response.

## COMMUNICABLE DISEASE TASK FORCE LEADER

Positioned Assigned To:

You Report To:

<b>Mission:</b>	To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to the prevention, detection and surveillance of communicable diseases..	
<b>Immediate</b>	_____	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Public Health Group Supervisor or Public Health Nursing Unit Leader. Obtain packet containing Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b> Carry county I.D. and nursing license at all times.
	_____	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
<b>Intermediate</b>	_____	<b>OBTAIN BRIEFING</b> Obtain briefing from the Public Health Nursing Unit Leader or Public Health Group Supervisor.
	_____	<b>DETECTION AND SURVEILLANCE</b> Review shelter communicable disease surveillance forms and other reports of communicable disease with Public Health Officer.
	_____	<b>PREVENTION</b> Develop and implement communicable disease prevention education programs. Implement measures to isolate or quarantine cases of communicable diseases. Initiate strategies to prevent the spread of communicable diseases.
	_____	<b>STAFF/SUPPLY TASK FORCE</b> Assure adequate supplies. Schedule and assign staff.
	_____	<b>RED CROSS COORDINATION</b> Coordinate surveillance, education and quarantine services for shelter residents with Red Cross shelter Manager.
	_____	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates for CD Staff.
	_____	<b>SERVICES TO DISASTER WORKERS</b> Coordinate surveillance, education and quarantine services for disaster workers with EOC.
	_____	<b>RESOURCE NEEDS</b> Communicate resource needs to Public Health Nursing Unit Leader using the proper RIMS forms.
	_____	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b>Extended</b>	_____	<b>DOCUMENTATION</b> Maintain required communicable disease records. Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
	_____	<b>MEET COMMUNITY NEEDS</b> Establish mechanisms to ensure response to high priority issues.
	_____	<b>PUBLIC INFORMATION</b> Update Public Health Nursing Unit Leader regarding any public information announcement needs.
	_____	<b>COMMUNICATE UP</b> Brief the Public Health Nursing Unit Leader routinely. Attend planning meetings as appropriate.
<b>Recovery</b>	_____	<b>OBSERVE STAFF</b> Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.
	_____	<b>MEDICAL/HEALTH CRITIQUE</b> Participate in critique of medical/health disaster response.
	_____	<b>COUNTY CRITIQUE</b> Participate in critique of overall county disaster response.



## MENTAL HEALTH GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

**Mission:** To oversee, direct, and facilitate activities of the Mental Health Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to communicating with state Mental Health Officials, coordinating support to disaster victims, field responders and EOC personnel.

<b>Immediate</b>	_____	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Medical/Health Branch Director. Obtain packet containing Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b> Carry county identification at all times.
	_____	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
	_____	<b>OBTAIN BRIEFING</b> Obtain briefing on conditions.
	_____	<b>APPOINT TASK FORCE LEADERS</b> Appoint Task Force Leaders as needed. Notify and/or activate mental health personnel with key responsibilities (field coordinator, planning coordinator, logistics coordinator)
	_____	<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
	_____	<b>CONTACT LIAISONS</b> Establish liaison, and meet regularly with representatives from Red Cross, schools, social services, health services, the coroner, and others as appropriate
	_____	<b>PUT ON BEEPER.</b> Be available to field personnel by beeper if possible.
<b>INTERMEDIATE</b>	_____	<b>ASSESS RESOURCES</b> Collect, assess, and display information regarding locations needing mental health staffing, available mental health resources, and mental health resources deployed.
	_____	<b>PROVIDE DIRECTION</b> Provide direction to mental health field coordinator regarding priorities for response, deployment of personnel and resources. Coordinate incoming and outgoing information between EOC and mental health field coordinator regarding field conditions.
	_____	<b>MUTUAL AID</b> For mental health mutual aid resources and forward request through appropriate channels.
	_____	<b>PUBLIC INFORMATION</b> Coordinate need for public information to the community through the Medical/Health Branch Director and Public Information Officer (PIO), regarding common psychological responses to disaster, stress management suggestions, and where to obtain mental health assistance.
<b>EXTENDED</b>	_____	<b>DOCUMENT</b> Assure that all actions and decisions are documented, as well as all communications and times.
	_____	<b>PROVIDE CONSULTATION</b> Provide consultation to EOC Director regarding EOC environment, the importance of breaks and limited length of shifts, needs of individual personnel, stress management in the EOC.
	_____	<b>EOC SUPPORT</b> Provide or obtain Mental health support for EOC personnel.
	_____	<b>BRIEFING/UPDATES</b> Ensure the EOC personnel are briefed by EOC director as to the role of mental health support staff in the EOC.
	_____	<b>PERSONNEL ACCOMMODATIONS</b> If not already taken care of, help with arrangements for food service; an area for breaks and/or recreation; a sleep area; showers; and a private area where brief individual intervention may take place.
	_____	<b>COMMUNICATION</b>



Assist in establishing a mechanism for EOC personnel to obtain information about location and welfare of their families.

\_\_\_\_\_ **OBSERVE**

personnel for signs of stress and fatigue; circulate among personnel to provide support, brief intervention, stress management suggestions, and assistance as needed.

\_\_\_\_\_ **DEMOBILIZATION**

With agreement of EOC director, provide or arrange demobilization for EOC personnel at the end of EOC operations.

**RECOVERY**

\_\_\_\_\_ **DEBRIEFING**

Arrange debriefing if conditions in EOC were highly stressful or traumatic for personnel (with agreement of EOC Director).

\_\_\_\_\_ **COUNTY CRITIQUE**

Encourage and participate in critique of EOC operations; arrange for mental health staff to facilitate critique if appropriate.

## ANCILLARY SERVICES GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

**Mission:** To oversee, direct, and facilitate activities of the Ancillary Services Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to promoting Ancillary Services Group preparedness, communicating with laboratories, blood banks, radiology services, pharmacies, and coordinating data collection and reporting.

**Immediate**

- \_\_\_\_\_ **RECEIVE APPOINTMENT**  
Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
- \_\_\_\_\_ **I.D. YOURSELF**  
Carry County I.D. at all times.
- \_\_\_\_\_ **REVIEW JOB SHEET**  
Read this entire Job Action Sheet and review organizational chart.
- \_\_\_\_\_ **OBTAIN BRIEFING**  
Obtain briefing from the Medical/Health Branch Director.
- \_\_\_\_\_ **ESTABLISH POST**  
Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
- \_\_\_\_\_ **CONTACTS**  
Review county and municipal emergency organizational charts to determine appropriate contacts and need for units.
- \_\_\_\_\_ **APPOINT UNIT LEADERS**  
Appoint Unit Leaders, as needed, to staff the Laboratory Services, Blood Bank, Radiology Services, Pharmacy Services and Specialty Services units.
- \_\_\_\_\_ **BRIEF UNIT LEADERS**  
Brief all Unit Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
- \_\_\_\_\_ **STAFFING**  
Contact staff to initiate first shift of staffing. Maintain staffing records.
- \_\_\_\_\_ **RESOURCES NEEDS**  
Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.
- \_\_\_\_\_ **BEEPER**  
Be available to Unit Leaders by beeper, if possible.

**Intermediate**

- \_\_\_\_\_ **STAFF/SUPPLY**  
Ensure that each of the Unit Leaders has adequate staff and supplies.
- \_\_\_\_\_ **BRIEFINGS/UPDATES**  
Designate times for briefings and updates with all Unit Leaders.

\_\_\_\_\_ **COMMUNICATE UP**

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_ **RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

\_\_\_\_\_ **DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director. Provide for staff rest periods and relief.

## LABORATORY SERVICES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing laboratory services.

### Immediate

\_\_\_\_\_

#### RECEIVE APPOINTMENT

Receive appointment from the Ancillary Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

\_\_\_\_\_

#### I.D. YOURSELF

Carry county issued identification at all times.

\_\_\_\_\_

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

\_\_\_\_\_

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.

\_\_\_\_\_

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

\_\_\_\_\_

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

\_\_\_\_\_

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

\_\_\_\_\_

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Laboratory related responses to the incident.

\_\_\_\_\_

#### RESOURCES NEEDS

Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.

\_\_\_\_\_

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

\_\_\_\_\_

#### COMMUNICATION LINES

Establish communications with other county sites and any Laboratory Task Force Leaders.

\_\_\_\_\_

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

\_\_\_\_\_

#### STATUS UPDATE

Notify Ancillary Services Group Supervisor of the unit's operational status, and any major damage to facilities.

\_\_\_\_\_

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

\_\_\_\_\_

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

\_\_\_\_\_

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

\_\_\_\_\_

#### COMMUNICATE UP

Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

\_\_\_\_\_

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

\_\_\_\_\_

#### PUBLIC INFORMATION

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

Recovery

DOCUMENT  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

OBSERVE STAFF  
Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

MEDICAL/HEALTH CRITIQUE  
Participate in critique of medical/health disaster response.

COUNTY CRITIQUE  
Participate in critique of overall county disaster response.

## BLOOD BANK UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing Blood Bank services.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Ancillary Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Blood Bank related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites and any Blood Bank Task Force Leaders.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Ancillary Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

Recovery

DOCUMENT  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

OBSERVE STAFF  
Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

MEDICAL/HEALTH CRITIQUE  
Participate in critique of medical/health disaster response.

COUNTY CRITIQUE  
Participate in critique of overall county disaster response.

## RADIOLOGY SERVICES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing Radiology services.

### Immediate

\_\_\_\_\_

#### RECEIVE APPOINTMENT

Receive appointment from the Ancillary Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

\_\_\_\_\_

#### I.D. YOURSELF

Carry county issued identification at all times.

\_\_\_\_\_

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

\_\_\_\_\_

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.

\_\_\_\_\_

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

\_\_\_\_\_

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

\_\_\_\_\_

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

\_\_\_\_\_

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Radiology related responses to the incident.

\_\_\_\_\_

#### RESOURCES NEEDS

Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.

\_\_\_\_\_

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

\_\_\_\_\_

#### COMMUNICATION LINES

Establish communications with other county sites and any Radiology Task Force Leaders.

\_\_\_\_\_

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

\_\_\_\_\_

#### STATUS UPDATE

Notify Ancillary Services Group Supervisor of the unit's operational status, and any major damage to facilities.

\_\_\_\_\_

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

\_\_\_\_\_

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

\_\_\_\_\_

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

\_\_\_\_\_

#### COMMUNICATE UP

Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

\_\_\_\_\_

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

\_\_\_\_\_

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

\_\_\_\_\_

#### PUBLIC INFORMATION

Update Ancillary Services Group Supervisor regarding any public information announcement needs.



Recovery

\_\_\_\_\_ **DOCUMENT**  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**  
Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

\_\_\_\_\_ **MEDICAL/HEALTH CRITIQUE**  
Participate in critique of medical/health disaster response.

\_\_\_\_\_ **COUNTY CRITIQUE**  
Participate in critique of overall county disaster response.

## PHARMACY SERVICES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing Pharmacy services.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Ancillary Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Pharmacy related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites and any Pharmacy Task Force Leaders.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Ancillary Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

Recovery

\_\_\_\_\_ **DOCUMENT**  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

\_\_\_\_\_ **OBSERVE STAFF**  
Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

\_\_\_\_\_ **MEDICAL/HEALTH CRITIQUE**  
Participate in critique of medical/health disaster response.

\_\_\_\_\_ **COUNTY CRITIQUE**  
Participate in critique of overall county disaster response.

## SPECIALTY SERVICES UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing Specialty services.

### Immediate

#### RECEIVE APPOINTMENT

Receive appointment from the Ancillary Services Group Supervisor.  
Obtain packet containing Job Action Sheet and forms.

#### I.D. YOURSELF

Carry county issued identification at all times.

#### REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

#### OBTAIN BRIEFING

Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.

#### ESTABLISH POST

Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).

#### APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed.

#### BRIEF TASK FORCE LEADERS

Brief all Task Force Leaders on current situation and develop the unit's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.

#### CONTACT LIAISONS

Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...). Keep government Liaison Officers updated on changes and development of Specialty related responses to the incident.

#### RESOURCES NEEDS

Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.

#### BEEPER

Be available to field personnel by beeper if possible.

### Intermediate

#### COMMUNICATION LINES

Establish communications with other county sites and any Specialty Task Force Leaders.

#### NEEDS ASSESSMENT

Obtain situation reports from other Task Force Leaders and assess needs.

#### STATUS UPDATE

Notify Ancillary Services Group Supervisor of the unit's operational status, and any major damage to facilities.

#### STAFFING

Request or release employees, if appropriate. Update voice mail with instructions for staff.

#### STAFF/SUPPLY

Ensure that each of the Task Force Leaders has adequate staff and supplies.

#### BRIEFINGS/UPDATES

Designate times for briefings and updates with all Task Force Leaders.

#### COMMUNICATE UP

Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

#### RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

### Extended

#### MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

#### PUBLIC INFORMATION

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

Recovery

DOCUMENT  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

OBSERVE STAFF  
Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

MEDICAL/HEALTH CRITIQUE  
Participate in critique of medical/health disaster response.

COUNTY CRITIQUE  
Participate in critique of overall county disaster response.

# **RESOURCE REQUESTS**

# Operational Area Disaster Medical/Health Resource Request Form

<b>1. Request Date/Time:</b>	<b>2. Operational Area (county):</b>
<b>3. Related Event or Disaster (if any):</b>	<b>4. Related Incident (if any):</b>  <div style="display: flex; justify-content: space-between;"> <span><b>a. Name:</b></span> <span><b>b. Map Ref:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>c. Address:</b></span> <span><b>d. Lat/Long:</b></span> </div>
<b>5. Situation:</b>	<b>6. Threat:</b>
<b>7. Mission Type:</b>	<b>8. Type of Resources Requested:</b>
<b>9. Requested Mission:</b>	<b>10. Order Number</b>
<b>11. Request Number:</b>	<b>12. Latest Acceptable Arrival Date/Time:</b>
<b>13. Person Calling in this Request</b>  <div style="display: flex; justify-content: space-between;"> <span><b>a. Name:</b></span> <span><b>b. Position:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>c. Agency:</b></span> <span><b>d. Phone #:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>e. Fax #:</b></span> <span><b>f. Pager/Alt#:</b></span> </div>	<b>14. Requesting Agency</b>  <div style="display: flex; justify-content: space-between;"> <span><b>a. Agency Name:</b></span> <span><b>b. On Scene Contact:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>c. Position:</b></span> <span><b>d. Phone#:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>e. Fax #:</b></span> <span><b>f. Pager/Alt#:</b></span> </div>
<b>15. Who will provide Service/Support for?</b>  <div style="display: flex; justify-content: space-between;"> <span><b>a. Fuel:</b></span> <span><b>b. Meals:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>c. Water:</b></span> <span><b>d. Maintenance:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>e. Lodging:</b></span> </div>	<b>16a. Reporting Location Address:</b>  <b>16b. Reporting Location Map Reference (Thos. Bros. preferred):</b>  <b>16c. Reporting Location Lat/Long:</b>

**Special Instructions:**  
*Duration Resources needed?*

**OPERATIONAL AREA DISASTER MEDICAL/HEALTH  
RESOURCE REQUEST FORM**

**INSTRUCTIONS**

1. **Request Date/Time**  
Enter in the following format: 12/07/97 14:34
2. **Operational Area (county)**  
Enter name of operational area making the request.
3. **Related Event or Disaster (if any)**  
(Optional but strongly recommended) Enter name of event for which this request is related to for researching at a later date.
4. **Related Incident (if any)**  
Also optional but useful to have if known.
5. **Situation**  
Give a short description of the circumstances that make this request necessary.
6. **Threat**  
The type of threat entered will identify the priority given to this mission.
7. **Mission Type**  
Enter type of mission.
8. **Type of Resources Requested**  
Enter type of resources requested.
9. **Requested Mission**  
Enter all specific details known about the mission.
10. **Order Number**  
Enter Order Number or Incident Number, if applicable.
11. **Request Number**  
Enter Request Number or Mission Number, if applicable.
12. **Latest Acceptable Arrival Date/Time**  
Enter the date and time in the following format, using a 24-hour clock: 07/17 14:35.
13. **Person Calling in this Request**  
This is the information relating to the person making the request for the mission or resource.
14. **Requesting Agency**  
Complete only if the information is not the same as Number 13.a-f.
15. **Who will provide Service/Support for:**  
This section needs to be completed so details of the assistance are identified early. This includes fuel, meals, water, maintenance and lodging.
16. **Reporting Location Address**  
16.a. Fill in reporting location address (may be the same as incident location).  
16.b & c. Fill in, if known.



# **MEDICAL/HEALTH STATUS REPORTS**

# **INCIDENT ACTION PLAN**

# **ACTIVITY LOG**

<b>ACTIVITY LOG</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME & POSITION)	6. OPERATIONAL PERIOD	

#	Time	Event - Situation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

This form is intended for use by all individuals as an accounting of their personal action or the unit activity.

**MAPS**

# **MEDICAL/HEALTH DIRECTORY**

\_\_\_\_\_ County Medical/Health Branch  
Directory

**MEDICAL/HEALTH BRANCH DIRECTOR**

Contact	Work #	Home #	Pager #	Cell #	Other #
<b>HEALTH DEPARTMENT</b>					
<b>EMS AGENCY</b>					

**TELEPHONE NUMBERS NOT TO BE GIVEN OUT UNDER ANY CIRCUMSTANCES**

\_\_\_\_\_ County Medical/Health Branch  
Directory

**OUTPATIENT SERVICES GROUP**

Contact	Work #	Home #	Pager #	Cell #	Other #
<b>AMBULANCE DISATCH</b>					
<b>HOSPITAL - EMERGENCY DEPARTMENT</b>					
<b>MEDICAL CENTER - EMERGENCY DEPARTMENT</b>					
<b>CLINICS</b>					
<b>URGENT CARE</b>					

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Directory

**INPATIENT SERVICES GROUP**

Contact	Work #	Home #	Pager #	Cell #	Other #
<b>OSPITAL</b>					
<b>MEDICAL CENTER</b>					
<b>SKILLED NURSING FACILITIES</b>					
<b>VISITING NURSES ASSOCIATION</b>					

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\_\_\_\_\_ County Medical/Health Branch  
Directory

Contact	Work #	Home #	Pager #	Cell #	Other #

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\_\_\_\_\_ County Medical/Health Branch  
Directory

**PUBLIC HEALTH GROUP**

Contact	Work #	Home #	Pager #	Cell #	Other #
<b>ENVIRONMENTAL HEALTH</b>					
<b>ANIMAL SERVICES</b>					
<b>PUBLIC HEALTH NURSING</b>					
<b>AMERICAN RED CROSS</b>					

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Directory

**MENTAL HEALTH GROUP**

Contact	Work #	Home #	Pager #	Cell #	Other #
<b>CRITICAL INCIDENT STRESS DEBRIEFING</b>					
<b>MENTAL HEALTH - OUTPATIENT</b>					
<b>MENTAL HEALTH - INPATIENT</b>					

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Directory

**ANCILLARY SERVICES**

Contact	Work #	Home #	Pager #	Cell #	Other #
<u>Laboratories Services</u>					
<u>Radiology Services</u>					
<u>Pharmacies</u>					

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# GLOSSARY

## GLOSSARY

**CASUALTY COLLECTION POINT (CCP)-** Casualty Collection Points are sites predesignated by county officials for the congregation, triage, austere medical care, holding, and evacuation of casualties following a major disaster. CCPs are designed for the care of casualties who cannot be moved rapidly to medical care facilities within the affected area and as a holding area for stable hospital patients and casualties awaiting evacuation to unaffected portions of the state and county. CCPs also serve as sites for delivery of medical supplies, equipment, and personnel into the disaster area.

**DEPARTMENTAL OPERATIONS CENTER (DOC)-** A location from which centralized emergency management can be performed by a single department, agency or discipline. DOC facilities are established to coordinate the agency or jurisdictional response and support to an emergency and typically provide a representative to the EOC for overall system coordination.

**DISASTER CONTROL FACILITY (DCF)-** The agency that is responsible for medical control and the dispersal of patients during all Multi-Casualty Incidents (MCI).

**EMERGENCY OPERATIONS CENTER (EOC)-** A location from which centralized emergency management can be performed by local government, operational area or regional representatives. EOC facilities are established by a jurisdiction to coordinate the overall response and support to an emergency.

**INCIDENT ACTION PLAN (IAP)-** The plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. When complete, the Incident Action Plan will contain a number of attachments.

**INCIDENT COMMANDER-** The individual responsible for the command of all functions at the field response level.

**INCIDENT COMMAND SYSTEM (ICS)-** The nationally used standardized on-scene emergency management concept, specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**JOINT EMERGENCY OPERATIONS CENTER (JEOC)-** A Joint Emergency Operations Center of the State Department of Health Services and the EMS Authority. The JEOC locates, acquires, and arranges for the delivery of disaster medical supplies, equipment and personnel from unaffected areas of the state.

**LOGISTICS SECTION-** One of the five primary functions found at all SEMS or ICS levels. The section responsible for providing facilities, services and materials for the incident or at an EOC.

**MEDICAL UNIT-** Functional unit within the Service Branch of the Logistics Section at SEMS or ICS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**MESSAGE CENTER-** Collocated or adjacent to the Communications Center, the Message Center

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receives, records, and routes information about resources, resource status, and administration and tactical traffic.

**MOBILIZATION CENTER-** An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

**MUTUAL AID REGION-** A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographic area of the state, consisting of two or more county (operational) areas.

**OPERATIONAL AREA-** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**OPERATIONAL AREA DISASTER MEDICAL/HEALTH COORDINATOR (OADMHC)-** A designated individual who directs the disaster medical care system within the county. Responsibilities include:

Providing the Regional Disaster Medical Health Coordinator and/or state medical authorities with data on the medical and health impact of the disaster, status of the medical response, and projected need for medical mutual aid.

Responding to requests from the Regional Disaster Medical Health Coordinator to provide medical mutual aid to counties affected by the disaster.

**OPERATIONAL PERIOD-** The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

**OPERATIONS SECTION-** One of the five primary functions found at all SEMS or ICS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

**OVERHEAD PERSONNEL-** Personnel who are assigned to supervisory positions which includes Incident Command Staff, General Staff, Directors, Supervisors and Unit Leaders.

**PLANNING MEETING-** A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

**PUBLIC INFORMATION OFFICER (PIO)-** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

**PLANNING SECTION-** One of the five primary functions found at all SEMS or ICS levels. The Section responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of incident or EOC Action Plans. The section also maintains

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information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

**REGIONAL DISASTER CONTROL FACILITY (RDCF)**- Entity with the responsibility for medical control and dispersment of patients during large MCI(s).

**REGIONAL DISASTER MEDICAL/HEALTH COORDINATOR (RDMHC)**- Develops and maintains a system to identify medical resources, transportation assets and communication resources within the region. At the request of the Operational Area Medical/Health Coordinator, coordinates the procurement and allocation of medical resources and communications assets to support medical care operations within the affected jurisdictions. Requests assistance, as needed, from the State Emergency Medical Services Authority.

**REGIONAL EMERGENCY OPERATIONS CENTER (REOC)**- Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

**RENDEZVOUS POINT**- A location where resources can meet before convoying to a requesting jurisdiction. Allows leader to inventory all personnel, supplies, equipment leaving the providing Operational Area.

**RIMS** - Resource Information Management System

**STAGING AREA**- Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**- A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

**STATE OPERATIONS CENTER (SOC)**- An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**STRIKE TEAM**- Specified combinations (usually five) of the same kind and type of single resources, with common communications and a leader.

**TASK FORCE**- A combination of single resources assembled for a particular tactical need, with common communications and a leader.

**TRIAGE**- The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical manpower, equipment, and facilities.

**UNIFIED COMMAND**- A unified team effort which allows all agencies with responsibility for the

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CIRCUMSTANCES**

incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

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